



N NOTARO HOMES LTD

JOB DESCRIPTION

Job Title: Care Assistant

Responsible to: Deputy Manager

Accountable to: Home Manager

Purpose of the Role

- ❑ To be part of the care team, whose aims are to ensure that the residents' individual clinical (where nursing is involved), personal and psychological needs are met on a daily basis.
- ❑ To help promote independence and choice for all individual residents in line with their written and agreed plan of care.
- ❑ To help maintain a stimulating and attractive environment for the residents and ensure all activities undertaken are social care based not task orientated.

Responsibilities

- ❑ To assist in the direct care provision of all aspects of individual residents assessed needs, this may include:

Assisting in washing, dressing and undressing, maintaining privacy and dignity at all times and allowing choice in line with the individuals' capacity to choose and the written plan of care.
- ❑ Participation in the basic clinical care (where nursing is provided) of the residents under the supervision of trained staff e.g. bed bathing, pressure area care, oral care, eye care and foot care.
- ❑ Assisting individual residents with their assessed toileting needs, including continence promotion.

- ❑ Changing beds (unless domestic staff do), tidying residents' rooms and do light cleaning (e.g. bedside tables, en-suite toilets). To empty commodes, where appropriate.
- ❑ Assisting individual residents with assessed problems with their mobility, including those using mobility aids, where appropriate.
- ❑ Helping in the serving of meals and drinks, assisting those residents who are unable to feed themselves and ensuring that each resident receives the meal or diet that he/she has requested and is suitable for his/her needs.
- ❑ Helping with the admission and discharge of residents, including listing of resident's property/clothing.
- ❑ To convey relevant information about the residents to the senior staff in charge, in order that the individual plan of care may be regularly updated and appropriate care given, paying particular attention to any changes observed in the residents physical or psychological condition.
- ❑ Assisting in weighing of residents on a monthly basis at least to ensure weight is stable.
- ❑ Reporting immediately to the senior staff in charge, any accident or untoward incident, which may occur to a resident, a member of staff or visitor.
- ❑ Maintaining confidentiality at all times regarding resident's particulars.
- ❑ Assisting in social care with the residents.
- ❑ Helping to maintain a safe environment for, residents, staff and visitors, through awareness and compliance of health and safety policies and by attending all mandatory training arranged.
- ❑ Attending appropriate training programmes/courses as available, which will further your personal development.
- ❑ Answering the telephone (when necessary), take clear messages, recording the date, time and who the person was and contact the senior staff in charge immediately.
- ❑ Undertaking any other duties as required, in order to keep the Care Home running smoothly, as delegated by the senior staff or Home Manager.
- ❑ Being aware of steps to take in line with Safeguarding Vulnerable Adult Policies should an allegation of abuse be made to you.
- ❑ Understanding the meaning of Whistleblowing.

- ❑ Attending 1:1 supervision sessions with the deputy manager/senior staff of the care home.
- ❑ Promoting anti-discriminatory practice throughout your work and maintain equality and diversity throughout the work force.

Essential Criteria

Must be prepared to train and complete N.V.Q. Level 2 in care.

Must have demonstrated the ability to work both as a team member and on own initiative.

Must be prepared to attend such training sessions as are deemed necessary by the management.

Must demonstrate a loyalty, flexibility and commitment to the Care Home.

Be able to carrying out any other necessary duties as agreed with Directors\Operations Team

This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.

I acknowledge the receipt of the above job description:-

Name: _____

Signature: _____

Date: _____

Once signed kindly return to the Home Administrator.
One copy will be retained in your personnel file and the other is for your personal reference.